



August 31, 2006

Dear Applicant,

Thank you for your interest in the position of **Director of Public Works** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
4. Completed "Written Authorization to Obtain Consumer Reports for Employment Purposes";
5. Completed "Authorization to Conduct Reference Check for Commercial Vehicle Drivers" if you have had a CDL within the past three years;
6. Completed "Driver's Employment Background" Record; and
7. Copies of all certifications, transcripts, and/or licenses you wish to have considered with your application.

To be considered for this position, **your application and all related information must be received in the Human Resource office before 11:00 a.m., Friday, September 22, 2006.** Applications that are incomplete and/or do not contain all of the information and forms requested will not be given consideration.

Again, thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Suzanne Schendel
Human Resources Officer
6400 El Verde Rd
Leon Valley, Texas 78238-2399
s.schendel@leonvalleytexas.gov



APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

PERSONAL

Date _____

Name _____ Social Security No. _____

Present address _____

Telephone No. (H): _____ (W): _____ (Mobile): _____

Are you legally eligible for employment in the U.S.A.? Yes ____ No ____ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? _____

Position(s) applied for: **Director of Public Works**

Were you previously employed by us? _____ If yes, when? _____

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. _____

If your application is considered favorably, on what date will you be available for work? _____, 2006.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? _____

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
			1	2	3	4		
HIGH			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							<input type="checkbox"/> YES <input type="checkbox"/> NO	Credit Hrs Completed: Degree Obtained:
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. **For additional employer listings, please use separate sheet of paper.**

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: _____ Work Description: _____							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: _____ Work Description: _____							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: _____ Work Description: _____							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: _____ Work Description: _____							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. _____

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). _____

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? ____ Yes
 No ____ If yes, give the name of the employer in each instance and the reason(s). _____

PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

PLEASE READ AND SIGN BELOW

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview, is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

Authorizing Signature

Printed Name

Date



NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of “**Director of Pubic Works**” with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

I have read the attached job description and understand the City of Leon Valley’s policies regarding drug testing and employment-at-will.

Signature

Date



**AUTHORIZATION TO RELEASE INFORMATION
(PRIVATE PERSON OR ORGANIZATION)
TO THE CITY OF LEON VALLEY**

TO WHOM IT MAY CONCERN:

I, _____, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City or its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

Authorizing Signature

Printed Name

Date

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? _____

2. Previous address _____

3. How long did you live there? _____

4. Are you over the age of eighteen? Yes _____ No _____

If no, hire is subject to verification that you are of minimum legal age.

5. Have you been bonded? _____ If yes, on what jobs? _____

6. Have you ever been convicted of a crime, including misdemeanors and summary offenses, in

the past ten years which has not been annulled or expunged or sealed by a court? _____

If yes, describe in full: _____

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?

a. _____

b. _____

c. _____

8. Will you work overtime if scheduled or requested? _____

9. Will you work weekends if scheduled or requested? _____
-

10. Will you be able to get to work on time each day and when called in? _____
-

11. How did you hear about this job opening: _____
-



INFORMATION RELEASE AUTHORIZATION

Criminal Background Check

Applicant's Name (Print): _____

Date of Birth: _____

Race: _____

Social Security Number: _____

I, _____, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed _____

Date _____



**WRITTEN AUTHORIZATION TO OBTAIN CONSUMER
REPORTS FOR EMPLOYMENT PURPOSES**

TO: The City of Leon Valley

FROM: _____
Printed Name of Applicant for Employment

DATE: _____

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

Signature of Applicant

**DISCLOSURE TO INDIVIDUALS APPLYING FOR
EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS**

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.



Authorization to Conduct Reference Check

Commercial Vehicle Drivers

I hereby request, authorize and give consent for the City of Leon Valley, acting by and through its designated representative, to contact all previous employers and supervisors for whom I have performed safety-sensitive functions as a commercial vehicle driver, in order to access any and all information regarding my commercial driving records.

I expressly authorize the City of Leon Valley to request information from the previous two years regarding the following:

- alcohol test with results .04 or greater
- positive test results for controlled substances
- documentation of any refusals to be tested

I understand that the City of Leon Valley may provide a copy of this form to present and previous employers and others that I have identified as appropriate references to indicate that this information is being obtained at my request.

Signature

Printed Name

Date

DRIVER'S EMPLOYMENT BACKGROUND

NAME: _____
LAST, FIRST MI

SSN: _____ DATE OF BIRTH: _____

PRESENT ADDRESS: _____

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: _____

CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

ACCIDENT RECORD FOR PAST FIVE(5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

YES NO

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle?

☐☐

B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?

☐☐

When and Why: _____

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.



VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: _____

Job Title of Position Applied For: Director of Public Works

1. Check One: Male _____ Female _____

2. Age: _____

3. Vietnam Era Veteran: _____ Disabled Veteran: _____ Disabled: _____

4. Check one of the following (ethnic/racial background):

White _____ Hispanic _____ Native American: _____

Black: _____ Asian/Pacific Islander: _____ Other: _____

**CITY OF LEON VALLEY
JOB DESCRIPTION**

JOB TITLE: Director

DEPARTMENT: Public Works

FLSA STATUS: Exempt

EFFECTIVE DATE: May 12, 2006

JOB SUMMARY:

Under the general direction of the City Manager, administer the function of the Public Works Department. The Public Works Department maintains the infrastructure of the City. This includes the streets, curbs, sidewalks, traffic control devices, drainage, parks, the water and sewer facilities, buildings and other related infrastructure. Fleet management and the Storm Water Management Program are provided thru Public Works. Additionally, the Department manages and coordinates with the utilities and garbage franchised operators. Included is the operation of the Underground Utility Construction Permit system. The Director performs other duties related to the proper function of the City as may be assigned..

ESSENTIAL JOB FUNCTIONS:

Confer with management, staff, other Departments of the City, the City Engineer and other professional consultants to the City as needed to discuss projects and needs and coordinate activities;

Coordinate Departmental activities to insure that city policies, programs and projects are planned, scheduled, implemented and completed in a timely, cost effective and professional manner;

Assess the needs of the City's infrastructure and develop programs to address these maintenance and operations needs;

Investigate and respond to public concerns about the City's infrastructure or other needs;

Read, write and understand written instruction, reports, documents, plans, plats, construction specifications and drawings; converse fluently in English;

Perform administrative functions such as preparing and presenting studies, written and oral reports, approve expenditures, enforce City policies, procedures and work rules;

Prepare and review evaluations of the Departments employees on a timely basis;

Prepare specifications and plans for the construction or repair of facilities or for the purchase of equipment through the City's Purchasing Department;

Participate in the recruitment of employees; assign, direct and evaluate personnel; oversee the development, training and progress of the Department's personnel to allow for skill improvement and the maintenance of required licenses or acquisition of certificates;

Counsel and discipline personnel;

Prepare and manage the department's budget;

Use tact, diplomacy and discretion as required;

Conduct work place and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken when needed;

Have a working knowledge of building codes, safety codes. Have specific knowledge about Trench Safety. Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies or procedures of the City, State or Federal regulations;

Communicate effectively and courteously with City officials, City Manager, Department Heads, public, employees, business representatives, and the media in person, in writing, over the internet, by telephone or other electronic media;

Proficient with Windows 2000/XP operating environment and Microsoft Word, Excel, and Power Point and a working knowledge of Access,

Must possess a working knowledge of general office equipment, procedures, and operations;

Required at times to work a flexible schedule, including evening hours, weekends or holidays; and

Must not pose a threat to the health and safety of self or others.

EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:

Bachelor's degree is preferred particularly in Civil Engineering or Public Administration;

Other experience may be considered at the discretion of the City;

A valid Texas Motor Vehicle License is required with the ability to remain eligible to drive under the City's driver evaluation program;

**A grade C or higher Water Operators Certificate is preferred; and
All licenses and certifications must be current and valid.**

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Seven years of progressively responsible experience in municipal maintenance and management, to include experience in fleet, facility infrastructure, construction trades, personnel management, and budgeting is desirable with three years in a supervisory capacity;

Ability to plan, organizes, coordinate, manage, control and evaluate the performance of subordinate personnel;

Ability to establish and maintain effective working relationships with the City Manager, other department heads, other governmental entities and the public;

Ability to communicate and understand written and oral instructions;

Must have good prioritizing and problem solving abilities, to include understanding financial budgets, cost data, units of expression (cubic feet, etc.), water and sewer rate expressions;

Ability to maintain discipline and morale;

Ability to teach and practice sound safety and work habits.

Classroom training on traffic management and safety in the work zone; and

Must have familiarization with the Texas Manual of Uniform Traffic Control Devices.

PHYSICAL DEMANDS:

Able to work outside in all seasons including extreme temperatures and other inclement weather. Moderate exposure to dust and noise levels. Executing work involves standing, walking and driving, along with some associated climbing and crawling, pushing and pulling, bending, stooping and squatting, twisting and reaching above the shoulders, and kneeling. Must be able to walk rough terrain, climb ladders, stairs and ramps. Crawl over or under obstacles. Work on irregular surfaces and high elevations. Requires the daily use of a computer, telephone and driving a vehicle to conduct work, must be able to communicate clearly over a radio.